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MID-WEEK ANNOUNCEMENTS 2/17/2021

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Complete information related to COVID-19 is updated regularly [here](#). See COVID-19 Impact on Schools FAQ.

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Reminder: 'C' Reports Extension Closes Today, 2/17/2021

Certified Employee, Certified Position and Course Completion extension closes **today, 2/17/2021 at 4:00 pm ET**. There are currently **11 corporations that have submitted zero Certified Position data, 43 corporations that have submitted zero Certified Position data for at least one school, and 49 corporations that have submitted zero Course Completion data for at least one school.**

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Update: Membership (ME, MA, MV) Period 2 Cleanup Closes Friday, 2/19/2021

During the Cleanup phase data can be submitted to update existing records or add new records if the new record does not create a conflict. All conflicts must be resolved before 11:59 pm ET Friday, 2/19/2021. **NOTE: There are currently 36 corporations with conflicts that must be resolved by 2/19/2021. Conflicting records will not be included for funding.**

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Reminder: Reporting Virtual Membership Data Period 2

We are aware that there is proposed legislation regarding the February membership count date and reporting of virtual students. At this time, we are operating under current law which funds virtual students at 85% of foundation. Should the legislation pass to fund at 100%, we will make necessary changes to ensure school funding accurately reflects state law.

It is impossible to predict the actual percentage of virtual instruction a student is going to receive in the Spring semester. Therefore, the designation of virtual or non-virtual status should be based on the instructional programming in place at the time of ADM reporting (for the February ADM, beginning with all of the school days in the current semester up

to and including count day). ***It is important that the virtual data point reflects actual current instructional delivery for the student during the spring semester. The N, C, and Y codes are applied to a student based on the current semester and the expectation of the student's attendance to count day and likely going forward to the end of semester.***

NOTE: It is each school's responsibility to accurately identify the method of instruction being provided to each student and properly code the student as virtual (V), virtual due to COVID-19 (C), or nonvirtual (N).

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Updates for LINK Security Coordinators

Key Contacts

Thank you to those who have added their Key Contact staff types such as Principal and Superintendent. There are now three new Key Contacts: ***Data Exchange Contact, Title IX Coordinator, and 504 Coordinator***. Key contacts allow IDOE to know who the primary person is to communicate with and do not provide role-based access in any IDOE system. A full list of Key Contacts is found in the [Setting Staff Type \(Roles\) document](#).

- **STN Support Note:** The ***Data Exchange Contact*** will be used to create a downloadable report with contact information for each public corporation and non-public school. This report will provide contact information to use in order to resolve conflicting records that are submitted to Data Exchange. It is therefore suggested that one (1) person be identified with the Data Exchange Contact staff type in order to populate this report when it becomes available. A second person may be given the Data Exchange Contact staff type as a backup.

Recently Posted Documents and Layouts

DOE-TA (Testing Accommodations) v02.10.21 - corrected specification note for Field #5-Accommodations to state **Accommodations 2 and 4** are for ILEARN grades **3-8** and ISTEP+ only, **Accommodation 3** is only for grades **6-8**.

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REPORTS CURRENTLY OPEN

DOE-RT/EM/RA 2021 - closes 6/30/21

DOE-IR 2021 - closes 6/30/21

DOE-ME 2021 (Membership) Period 2 - cleanup closes 2/19/21

DOE-MA 2021(Membership Adult Learners) Per 2 - cleanup closes 2/19/21

DOE-MV 2021 (Membership for Vouchers) Per 2 - cleanup closes 2/19/21

DOE-TA 2021 (ISTEP/IREAD) - closes 7/15/21

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Reports Opening Soon

Help US Help YOU

Data Reporting Support Ticket: To contact STN support HelpDesk, click the following link to create a work order. Please provide the correct email address and phone number in the work order.

<https://help.doe.in.gov>

Data Reporting Support is also available by phone at 317.232.0808

